

# PURCHASING POLICY

## (UCSI UNIVERSITY)

**Document Control**

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**Responsibility**

<b>Policy Owner:</b>	<b>GROUP FINANCE OFFICE</b>
<b>Managed by:</b>	<b>INTERNAL AUDIT DEPARTMENT</b>

# INTRODUCTION

## Purpose

UCSI University exercises a purchasing policy based on the allocated budget. The main purpose of the Purchasing Department is to support Offices, Faculties, Institutions and Schools by centralising control on purchasing, to achieve best pricing, quality control on goods and monitoring on suppliers' performance.

UCSI University commits to support Sustainable Development Goals. We encourage and promote our staff and suppliers to observe the share and utilisation of resources in alignment to social responsibility, environmental greenery, and humanity.

## Scope

This Policy applies to all Offices, Faculties, Institutions and Schools within the University.

## Objective

To extend our support to Sustainable Development Goals, UCSI University constantly promotes and encourages its staff and suppliers to work towards values below:

- Recycle and reuse resources/materials to achieve a full life cycle of cost and benefit,
- Encourage the use of recyclable packaging material and minimize packaging,
- Encourage the use of biodegradable material to minimize adverse pollution,
- Promote social equality to support small, medium-sized, minority and women-owned businesses,
- Work against corruption under a transparent procurement system with integrity, respect, and honesty, to prevent fraud and bribery,
- Anti-harassment and abuse of authority
- Ensuring the procurement process is transparent and conducted with integrity

The procurement team has taken the lead in promoting environmental conservation by implementing an online requisition platform for paperless requisition. All purchase requisitions no longer accept printout submission, requisitions are raised and submitted through the online platform, approved orders are sent to suppliers electronically and copies of requisitions are kept in the server without any paper printout.

## **POLICY**

### **Area of Purchases**

The purchasing unit controls all types of purchase,

The following are the few major types of purchase,

- i) Consumables
  - Laboratory consumables
  - Computer consumables
  - Miscellaneous item i.e. toiletry, hardware etc.
  - Printing and stationery
  - Promotional item i.e. bunting, banner, gifts etc.
  - Equipment upkeep i.e. laboratory, office etc.
- ii) Equipment
  - Office Equipment
  - Kitchen Equipment
  - Laboratory Equipment
  - Electrical Equipment
- iii) Furniture and Fittings
- iv) IT Expenditure
- v) Library Resources
- vi) Motor Vehicles
- vii) Gowns etc.

### **Authority**

The University operates under a budgetary system.

The Vice President, Dean, Director to wisely utilise the allotted budget for the development of the respective Offices, Faculties, Institutions or Schools.

### **Approved Suppliers**

UCSI University has developed a database of suppliers based on criteria below:

- i) Pricing
- ii) Product quality
- iii) After Sales Service
- iv) Procurement
- v) Credit Allowance
- vi) Respond Time

New supplier shall be recommended based on the criteria with the approval from Group Finance Officer. New suppliers that share our sustainability values and can demonstrate their commitment through certifications or evidence of practices are given priority in the selection process.

Approved Supplier List shall be maintained and evaluated annually through observation on quality, pricing, procurement, services etc. to ensure effective control on quality and conformity to the University requirement.

### **Purchase Order Amendment**

1. Increase/ Decrease quantity, Compatible/ Substitute supplies

Requester/ User who needs to make amendment on the Purchase Order such as increase or decrease on quantity or supply of compatible/ substitute product, need to seek approval from the Vice President or Dean as per Limit of Authority.

2. Cancellation of order

Cancellation shall take effect upon written notification to vendor and vice versa if vendor is unable to fulfil the request.

### **Emergency Purchases**

Urgent requests which fail to follow Purchasing Procedures need to be supported with proper documentation.

### **Procurement**

Purchasing Department shall coordinate on the procurement of goods, liaising between vendor and Requester/ User/ Designated Personnel on the delivery arrangement. User/ Requester shall inspect the Goods received to ensure conformity. Delivery Note needs to be signed for goods acceptance and attached for payment support.

### **Non-Conformance**

Goods/ Products which do not comply with the specification need to notify and arrange for return.

### **Exceptional Purchases**

1. Library Books and DVD/CD/Videos

Library is the Centralised Budget Holder for Library books/DVDs/CDs/Videos. Purchases for Library Books/ DVDs/ CDs/ Videos for the University resources are recorded and kept safely at the library. Library will verify the Purchase Requisitions raised for these purchases before proceeding with the orders. Books, periodicals, DVDs, CDs or videos are archived at the library for loan purpose.

## 2. Furniture and Fittings, and Office Equipment Purchase

Group Logistic Management Office controls the overall facilities of the University. The allocation of furniture and fittings such as tables, chairs, cabinets etc. and office equipment such as photocopy machines, water dispensers etc. must be verified by Group Logistic Management Office on stock availability and needs before proceeding for such purchases.

For sound system or visual equipment, request shall be verified by Group Logistic Management and Computer Services Department in accordance with the authority assigned by the management.

## 3. Software License

ICT policy shall cover software licensing for overall University usage. On occasions there are specific programmes that individual Office, Faculty, Institution or School need for the enhancement of work process or teaching purposes. These must follow the normal Purchasing procedures. A copy of the license shall be forwarded to Computer Service Department for safekeeping.

## 4. Stationery Order

Group Logistic Management Office monitors general office stationery, name cards and letterheads printing. Group Logistic Management Officer to verify the purchase requisition before process of Purchases is carried out.

## 5. Renovation, Building Enhancement or Office Upgrade

All renovation work or office upgrade shall be verified by Group Logistic Management Office before purchasing process is carried.

### **Duty Exemption on Institution Equipment**

Purchasing Department shall assist in application of Duty Exemption for Laboratory equipment or Teaching equipment that are manufactured and imported from overseas which are exempted under the Malaysian Statute.

## **RESPONSIBILITIES**

### **Purchasing Department**

- i. To source as per request by fulfilling specification, procurement, and price comparability,
- ii. Paperless purchase requisition through online requisition platform,
- iii. To observe and promote use of recycled resources within the University,
- iv. To observe and promote share resources within the University,
- v. To observe a transparent procurement system,
- vi. To diversify and expand source of purchase from small, medium-sized, minority and women-owned businesses,
- vii. To issue Purchase Order upon confirmation and email supplier in softcopy,
- viii. To coordinate on logistic arrangement for purchases,

- ix. To apply exemption on imported equipment,
- x. To handle and deal directly with vendor in all correspondence concerning purchases, including pricing adjustment, quality, or quantity inconformity, additional or reduction of requests,
- xi. To maintain the vendor details, product details, catalogues, and quotation history
- xii. To create awareness and alert requesters on sustainability issues, the importance of sustainable procurement and procurement process.

### **Requester/User**

- i. To provide detail specifications to Purchasing Department for sourcing
- ii. To practice share resources,
- iii. To recycle and reuse of resources,
- iv. To diversity and expand source of purchase from small, medium-sized, minority and women-owned businesses,
- ii. To seek necessary approval as per Limit of Authority,
- iii. To liaise with Purchasing Department on changes of Purchase order
- iv. To carry out inspection on goods received